

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA

Erika Lampkin, Human Resources Manager  
Evelyne Carmona, Human Resources Analyst  
Alison Stevens, Assistant City Attorney



4455 W. 126th Street, Hawthorne, CA 90250

Chair Robyn Leigh Carey Sanyal  
Commissioner Kenny Arroyo  
Commissioner Manuel Balboa  
Commissioner Donald Harris  
Commissioner Barbara Hendricks

Regular Meeting Minutes  
Video/Teleconference Meeting  
Thursday, February 17, 2022  
5:00 PM

- 1. CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:05PM  
Present: Commissioners Arroyo, Balboa, Harris, and Hendricks  
Absent: Chairperson Sanyal  
  
Also present: Von Norris, City Manager; Erika Lampkin, Human Resources Manager; Evelyne Carmona, Human Resources Analyst; Lori Thomas, Human Resources Analyst; Alison Stevens, Assistant City Attorney
- 2. PLEDGE OF ALLEGIANCE**  
Delivered by Commissioner Balboa
- 3. PURSUANT TO GOVERNMENT CODE SECTION 54954, THE FEBRUARY 17, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 4:00 PM ON MONDAY, FEBRUARY 14, 2022.**
- 4. ORAL COMMUNICATIONS** – City Manager, Von Norris, thanked the Commission for their support and service to the City of Hawthorne.
- 5. WRITTEN COMMUNICATIONS**  
None
- 6. SECRETARY’S REPORT** – Erica Lampkin, Human Resources Manager, introduced new HR team member, Lori Thomas.
- 7. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF FEBRUARY 3, 2022**
  - a. Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Hendricks  
Yes votes: Commissioners Arroyo, Balboa, Harris, and Hendricks
- 8. APPROVAL OF JOB DESCRIPTION:**
  - a. Moved to approve by Commissioner Hendricks; 2<sup>nd</sup> by Commissioner Balboa  
Yes votes: Commissioners Arroyo, Balboa, Harris, and Hendricks
  - a. License-Permit Technician – pulled from agenda by the Human Resources Manager
  - b. Code Enforcement Supervisor
  - c. Code Enforcement Officer
  - d. Code Enforcement Officer II
  - e. City Maintenance Worker

- f. Skilled Maintenance Worker
- g. Information Technology Support Technician
- h. Associate Plan Check Engineer – pulled from agenda by the Human Resources Manager
- i. Building Inspector – pulled from agenda by the Human Resources Manager
- j. Senior Plan Check Engineer

**9. APPROVAL TO OPEN RECRUITMENT:**

- a. Moved to approve by Commissioner Hendricks; 2<sup>nd</sup> by Commissioner Harris  
Yes votes: Commissioners Arroyo, Balboa, Harris, and Hendricks

- a. Deputy City Clerk
- b. License-Permit Technician
- c. Code Enforcement Supervisor
- d. Code Enforcement Officer I
- e. Code Enforcement Officer II
- f. City Maintenance Worker
- g. Skilled Maintenance Worker
- h. Engineer Technician
- i. Information Technology Support Technician
- j. Associate Plan Check Engineer
- k. Building Inspector
- l. Senior Plan Check Engineer - pulled from agenda by the Human Resources Manager

**10. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITIONS)**

None

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**13. ADJOURNED AT 5:32PM**

Next Regular Civil Service Commission Meeting:

March 3, 2022, 5:00PM

Video/Teleconference Meeting